

Michigan FCCLA relies on registration fees to be paid when registration forms are submitted, so proper cash flow is available to pay our bills on time and without late fees being assessed to our association.

Michigan FCCLA accepts payments in the form of check, money order, and credit cards (American Express, Visa, MasterCard, and Discover). We are not able to accept cash payments. Payments made by students/parents must be turned over to the school and have a school check issued to Michigan FCCLA. **We are not able to accept personal checks from anyone other than the chapter adviser.**

All refunds will be processed to the school's account, and not a specific individual.

A Purchase Order is not a form of payment, but rather a promise to pay an invoice. Schools will be responsible for any late fees if payments arrive after the due date, even if the Purchase Order was received prior to the due date. Michigan FCCLA is not able to hold personal checks and/or credit cards until payment is received from a school.

Request for Payment Extension:

Michigan FCCLA will grant a two (2) week payment extension if the advisor submits a signed Payment Extension Request Form **at least two (2) weeks prior to the payment deadline**. The extension will not be granted if the form is submitted **less than two weeks prior to the deadline**.

Membership Fees:

Membership fees are due to FCCLA promptly after affiliation. Michigan FCCLA will compare chapter rosters with all conference registrations. Each chapter is responsible for the payment of membership fees for every student registered for the Michigan State Leadership Conference, National Fall Conference, National Leadership Conference, or Capitol Leadership Conference, even if the student does not attend the conference or leaves your class or program entirely. Chapter advisers will be notified if they have any student registered for a conference that is not on their roster, who must be affiliated by March 1st.

Once you submit a student and the name appears on an FCCLA membership invoice, you are required to pay for the student. FCCLA does not edit, substitute, or delete invoices for affiliation. Please double check that you do not have duplicate students or students who should not be part of your roster in your chapter. Please make sure you have collected all funds before submitting your student's affiliation.

Conference Registrations:

Chapters will be assessed a late registration and payment fee for all registrations and payments received after the registration deadline. A fee of up to \$15.00 per person and up to a maximum of \$200.00 per chapter will be assessed per conference. Any chapter that owes any amount or has not submitted a Purchase Order for a conference by the time the conference takes place, could have a letter sent to the school Principal and Superintendent asking for assistance with the payment.

Invoices:

All past due accounts will be invoiced the first of each month. An additional \$20.00 invoicing fee will be applied to each invoice or statement sent for accounts over 30 days past due.